

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: RMA -
ADMINISTRATION (01310)
Function: General
Activity: Property Management
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	416,221	565,000	488,000	488,000
710103 Extra Help	0	0	106,400	40,500
710105 Overtime	10,983	0	0	0
710200 Retirement	99,852	159,000	139,700	139,700
710300 Health Insurance	34,322	44,500	54,200	54,200
710400 Workers' Compensation Insurance	2,378	2,768	2,907	2,907
TOTAL SALARIES & EMPLOYEE BENEFITS	563,756	771,268	791,207	725,307
<u>SERVICES & SUPPLIES</u>				
720300 Communications	6,873	6,300	5,500	5,250
720600 Insurance	18,000	97,309	97,891	88,413
720800 Maintenance - Equipment	5,900	6,300	5,000	500
721300 Office Expense	10,212	7,950	6,000	6,000
721400 Professional & Specialized Services	119,428	76,000	98,000	87,400
721500 Publications & Legal Notices	0	150	1,000	150
721600 Rents & Leases - Equipment	9,043	11,000	10,000	6,000
721703 Common Area Maintenance Fee	31,304	34,300	32,974	32,974
721900 Special Departmental Expense	915	0	0	0
722000 Transportation & Travel	5,674	4,000	7,500	4,000
TOTAL SERVICES & SUPPLIES	207,349	243,309	263,865	230,687
<u>FIXED ASSETS</u>				
740300 Equipment	18,749	0	10,000	0
TOTAL FIXED ASSETS	18,749	0	10,000	0
TOTAL - RMA - ADMINISTRATION	789,854	1,014,577	1,065,072	955,994

COMMENTS

In April 2002, the Board of Supervisors passed an ordinance creating a Resource Management Agency. The Agency was created as a comprehensive local agency to administer, coordinate and oversee the development and implementation of policies and regulations concerning land use planning, engineering and general services, public works, special district services, road and transportation, environmental health and parks and recreation activities. The Agency has jurisdiction over the following County Departments:

- Resource Management Agency - Administration

- Resource Management Agency - Engineering

- Building Inspection

- Building Maintenance

- Building Operations

- Flood Control Services

- Grounds Maintenance

- Refuse Disposal

- Special District Services

- Resource Management Agency - Environmental Health Department

- Resource Management Agency - Fire Prevention for Land Development

- Resource Management Agency - Planning Department

- Resource Management Agency - Road Department

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Request & Recommend</u>
Administrative Assistant	1	1
Administrative Services Director	1	1
Assistant Engineer	1	1
Deputy Resource Management Agency Director	1	1
Parks & Public Facilities Director	1	1*
Program Assistant I, or Program Assistant II	3	3
Resource Management Agency Director	<u>1</u>	<u>1</u>
Total Permanent	9	9

*NOTE: This position has been approved in concept by the Board of Supervisors. No job description or salary has been established at this time, and no funds have been budgeted.

The following vacant positions are not recommended to be funded for 2009-10, with an estimated savings to the General Fund as noted below:

<u>Position</u>	<u>Estimated Salary & Employee Benefit Savings for 12 Months</u>
Program Assistant	\$41,100
Program Assistant	<u>41,100</u>
Total Est 12-Month Savings	\$ 82,200
Less: Extra Help Coverage	<u>40,500</u>
Net Est. 12- Month Savings	\$ 41,700

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$488,000 based on the current and recommended staffing level.
- 710105 Extra Help is recommended at \$40,500. The Department currently has two (2) permanently allocated Program Assistant positions being covered by extra help. For 2009, the Department requested \$106,000 for extra help funding. The recommended amount will fund one and one-half staff years of coverage.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications (\$5,250) which will provide the anticipated telephone, cell phone, burglar and fire alarm line expenses of this Department. No expansion to the current level of communications is recommended.
- 720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance - Equipment is recommended at \$500 for office equipment repair requirements. This account previously covered phone maintenance costs for RMA, except for the Road Department and Building Inspection in Oakhurst.
- 721300 Office Expense is recommended at \$6,000 for office supplies.
- 721400 Professional & Specialized Services is recommended to be funded at \$87,400. This accounts funds the continued technical support services of Computronix for the maintenance of the POSSE database used by the RMA Departments (\$40,000); the yearly support and maintenance fee for POSSE (\$35,036); Oracle Database maintenance (\$12,000), and the burglar, smoke detection and fire alarm systems monthly fees for the RMA facility (\$350).
- 721500 Publications & Legal Notices is recommended at \$150 for the publishing of legal notices when necessary.

SERVICES & SUPPLIES (continued)

- 721600 Rents & Leases - Equipment (\$6,000) This account also provides for the rental of vehicles from the Central Garage estimated at 13,300 miles at a cost of 45 cents per mile based on anticipated usage by the RMA staff.
- 721703 Common Area Maintenance Fees (\$32,974) This account is for the RMA facility's cost of the common area expenses shared by the owners and tenants at the RMA's location. Expenses include parking lot maintenance, site security and insurance costs. The recommended amount represents approximately 72 percent of the total cost of \$49,000. The balance of the cost is charged to the Road Department budget.
- 722000 Transportation & Travel is recommended at \$4,000 to provide out-of-county travel, private mileage and training.

FIXED ASSETS

The following fixed asset is not recommended to be purchased:

Voice Mail System (\$10,000) (R) to replace the current system for the RMA.